

OFFICE OF PUBLIC INFORMATION

Mission: The mission of the Office of Public Information is to help the Loudoun County Government operate more effectively by providing information to the public and the County workforce, promoting effective two-way communication between the County Government and the public and encouraging community involvement.

Department Description: The Office of Public Information coordinates a broad range of public information and community outreach activities for the County Government, including programs that promote effective communication with the public through the news media, County website, publications, and cable television, and responds to requests for information from the public. The Public Information Office plays a key role in disseminating information to help ensure public safety during actual and potential emergencies. The office coordinates internal communications activities to ensure effective dissemination of information within the County organization. The office also oversees community relations programs to foster effective two-way communication between residents and the County Government, to engage Loudoun County citizens in the governmental processes, to promote volunteerism by individuals and families, and to facilitate community efforts to solve problems.

Departmental Financial Summary	FY 02 Actual	FY 03 Actual	FY 04 Actual	FY 05 Adopted	FY 06 Proposed
Expenditures:					
Personnel	\$346,461	\$351,771	\$378,856	\$351,000	\$353,000
Operations & Maintenance	232,166	233,672	293,250	208,000	275,000
Capital Outlay	0	0	2,500	0	0
Total Expenditures:	\$578,627	\$585,443	\$674,606	\$559,000	\$628,000
Departmental Revenue:					
Fee	\$120,565	\$99,902	\$155,060	\$189,000	\$231,000
Total Revenues:	\$120,565	\$99,902	\$155,060	\$189,000	\$231,000
 Local Tax Funding:	 \$458,062	 \$485,541	 \$519,546	 \$370,000	 \$397,000
FTE Summary:	6.00	6.00	6.00	5.00	4.80

County Administrator's Recommendation: The FY 06 proposed budget for Public Information includes increases in health insurance and maintains service delivery at current levels. Local tax funding requirements increase by \$27,000 due to the increases in contractual expenses associated with the County's community outreach activities. In addition, the FY 06 proposed budget reflects the transfer in mid-FY 05 of 0.20 FTE to County Administration to increase a deputy clerk support position to full-time.

Budget History:

FY 05: A community outreach specialist position (1.00 FTE) was eliminated during the budget process.

FY 05 Mid-Year: 0.20 FTE was transferred to County Administration to increase a deputy clerk support position to full-time.